

Access– Level 1 Course Content

Lesson 1: An Overview of Access 2003

- Topic 1A: Understand Relational Databases
- Topic 1B: Examine the Access Environment
- Topic 1C: Open the Database Environment
- Topic 1D: Examine an Access Table

Lesson 2: Managing Data

- Topic 2A: Examine an Access Form
- Topic 2B: Add and Delete Records
- Topic 2C: Sort Records
- Topic 2D: Display Recordsets
- Topic 2E: Update Records
- Topic 2F: Run a Report

Lesson 3: Establishing Table Relationships

- Topic 3A: Identify Table Relationships
- Topic 3B: Identify Primary and Foreign Keys in the Relationships Window
- Topic 3C: Work with Subdatasheets

Lesson 4: Querying the Database

- Topic 4A: Create a Select Query
- Topic 4B: Add Criteria to a Query
- Topic 4C: Add a Calculated Field to a Query
- Topic 4D: Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms

- Topic 5A: Examine Form Design Guidelines
- Topic 5B: Create a Form Using AutoForm
- Topic 5C: Create a Form Using the Form Wizard
- Topic 5D: Modify the Design of a Form

Lesson 6: Producing Reports

- Topic 6A: Create an AutoReport
- Topic 6B: Create a Report by Using the Wizard
- Topic 6C: Examine a Report in Design View
- Topic 6D: Add a Calculated Field to a Report
- Topic 6E: Modify the Format Properties of a Control
- Topic 6F: AutoFormat a Report
- Topic 6G: Adjust the Width of a Report

Appendix A: Microsoft Office Specialist Program